



Goddard Procedural Requirements (GPR)

DIRECTIVE NO.	<u>GPR 5100.2B</u>	APPROVED BY Signature:	<u>Original Signed by</u>
EFFECTIVE DATE:	<u>November 18, 2004</u>	NAME:	<u>Edward J. Weiler</u>
EXPIRATION DATE:	<u>November 18, 2009</u>	TITLE:	<u>Director</u>

COMPLIANCE IS MANDATORY

Responsible Office: 210/Procurement Operations Division

Title: Supplier Performance Evaluations

PREFACE

P.1 PURPOSE

This directive requires the evaluation and documentation of supplier performance information, and the review of supplier performance information as a consideration in the selection of suppliers.

P.2 APPLICABILITY

This directive is applicable to goods and services within the scope of the GSFC Quality Management System (QMS) as acquired by contract.

This directive does not apply to goods and services acquired from nonprofit agencies employing people who are blind or severely disabled, or goods and services acquired from other government agencies.

P.3 AUTHORITY

- [NPD 1280.1](#), NASA Quality Management System Policy
- GPR 1280.1, GSFC Quality Manual

P.4 REFERENCES

- Federal Acquisition Regulation (FAR)
- NASA Federal Acquisition Regulation Supplement (NFS)
- GPR 4520.2, Receiving, Inspection and Test
- GPR 5340.2, Control of Nonconformances
- NASA Form 1680, Evaluation of Performance

P.5 CANCELLATION

GPG 5100.2A, Supplier Performance Evaluations

P.6 SAFETY

None

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

P.7 TRAINING

None.

P.8 RECORDS

Record Title	Record Custodian	Retention
Supplier Performance Records – NF 1680	Contracting Officer	*NRRS 5/1A1a. Destroy 6 years and 3 months after final payment.

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 METRICS

None.

P.10 DEFINITIONS

- a. Contract - The term “contract” as used in this document, is defined at FAR 2.101.
- b. Contracting Officer (CO) - A person, appointed in accordance with the FAR and the NFS, with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.
- c. Supplier - An entity that provides goods or services to GSFC under a contract.

PROCEDURES

In this document, a requirement is identified by “shall”, a good practice by “should”, permission by “may” or “can”, expectation by “will”, and descriptive material by “is”.

1.0 Documentation of Supplier Performance

1.1 NASA Past Performance Database (NASA Form 1680)

In accordance with FAR 42.15 and NFS 1842.15, NASA’s Past Performance Database (PPDB) is located at: <https://prod.nais.nasa.gov/cgi-bin/ppdb/home.cgi>.

The purpose of NASA’s PPDB system is to assist procurement officials in collecting, storing, and retrieving NF 1680 contractor performance records. This database contains reports of supplier performance for contracts over \$100,000 in value. These reports are prepared by the CO. Supplier performance data is recorded during, and at the completion of contract performance.

1.2 The Receiving Inspection and Test System (RITS)

In accordance with GPR 4520.2D, RITS is located at: <http://rits.gsfc.nasa.gov/>.

RITS is maintained by the Logistics Management Division (Code 230), and is used by acquisition initiators to establish and document receiving and inspection instructions. It contains a compiled history of supplier performance based upon the results of receiving, inspection, and test of acquisitions subject to the system.

1.3 The Nonconformance Report/Corrective Action System (NCR/CAS)

In accordance with GPR 5340.2H, NCR/CAS is located at:
https://gprs.gsfc.nasa.gov/ncrcas/frontmenu_dsp.cfm.

NCR/CAS database is maintained by Code 300, and tracks the status and corrective action of customer complaints, findings resulting from internal, supplier, or third party audits, process non-conformances, and systemic problems identified through nonconformance data analysis.

1.4 Problem Reporting/Problem Failure Reporting (PR/PFR) Database

In accordance with GPR 5340.2H, PR/PFR is located at:
https://gprs.gsfc.nasa.gov/prpfr/frontmenu_dsp.cfm.

PR/PFR module is an archiving database tool that systematically records a summary of a problem, its cause, defect corrective action, and other relevant data, in order to track the status of the identified issue to closure, as well as determine if a pattern of similar occurrences can be noted within or across projects. However, problems may or may not be related to supplier performance.

2.0 Review of Supplier Performance Information

Initiators of purchase requisitions and personnel participating in supplier source selection should review supplier performance information for the purpose of suggesting sources, or for consideration in the source selection process. However, only the PPDB (refer to 1.1) provides supplier specific performance assessment information, and has considered supplier comments before the assessment was entered into the system by the CO. The documentation of supplier performance information discussed at 1.2, 1.3, and 1.4 of this GPR does not provide assessments, has not been commented on by the supplier, and should not be used to necessarily infer that the problem is the result of supplier action or inaction. Each reported problem/issue shall be reviewed to make an assessment of supplier performance.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline		Initial Release
A	5/27/99	<ul style="list-style-type: none">• Significant revisions to procedure to more effectively address Section 4.6.2 of ISO 9001.• Document Title Change.• Added P6 to Preface to comply with GPG 1410.1.
A	8/20/04	<ul style="list-style-type: none">• Expiration date extended until December 31, 2004 per the enclosed memo.
B	11/18/04	<ul style="list-style-type: none">• Updated format to conform to latest template.• Deleted unnecessary definitions.• Separated “documentation” of supplier performance from “review” of supplier performance.

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